

July 13, 2010

CIRCULAR TO MUNICIPALITIES

Re: Municipal Long Service Awards

The Department of Municipal Affairs has been presenting Municipal Long Service Awards to mayors, deputy mayors, and councillors since 1983.

These awards are presented to individuals who have served on municipal councils for periods of twelve (12), sixteen (16), twenty (20), twenty-five (25), and thirty (30) years. The awards come in two forms: Long Service Certificates for 12 and 16 years of service and Long Service Plaques for 20, 25, and 30 years of service. Any person who has attained either of these plateaus of service, and has not previously received the appropriate Long Service Award, is entitled to such recognition.

Your assistance is requested in order to identify all persons who are eligible to receive one of these awards in 2010, so that these individuals can be recognized for their contribution to municipal government. When completing the attached forms, please indicate the periods of service as Mayor, Deputy Mayor, or Councillor. The service of twelve (12) years or more, sixteen (16) years or more, twenty (20) years or more, twenty-five (25) years or more, and thirty (30) years or more does not have to be continuous or served with just one council. If you are aware of an individual who has served with more than one council, please indicate this on the attached forms.

Please note that in order to be eligible for a Long Service Award, a person must have served on one or more municipal councils for a cumulative period of:

<u>Number of Months of Service Required</u>	<u>Service Award</u>
144 months or more	12 Years
192 months or more	16 Years
240 months or more	20 Years
300 months or more	25 Years
360 months or more	30 Years

The awards for 20, 25, and 30 years of service will be presented at the Municipalities Newfoundland and Labrador Convention, which will take place in St. John's from October 6th – 9th, 2010. The certificates for 12 and 16 years of service will be forwarded to the respective councils for presentation following the convention.

Your assistance with this matter would be very much appreciated, in order to allow sufficient time to identify recipients and have the awards prepared prior to the MNL Convention. Should you have any questions, or require further information, please feel free to contact me by telephone at (709) 729-5107, by fax at (709) 729-4475, or by email at melaniesheppard@gov.nl.ca.

NOTE: Please return the attached forms on or before August 27, 2010, if you have identified any eligible recipients.

Sincerely,

MELANIE SHEPPARD
Manager, Municipal Training

MUNICIPAL LONG SERVICE AWARDS

Twelve and Sixteen Years of Service

TWELVE(12)YEARS
144 or more Months

SIXTEEN(16)YEARS
192 or more Months

MUNICIPALITY _____

DATE OF INCORPORATION _____

	FROM			TO		
	<u>YEAR</u>	<u>MONTH</u>	<u>DAY</u>	<u>YEAR</u>	<u>MONTH</u>	<u>DAY</u>
NAME _____						
Mayor	_____	_____	_____	_____	_____	_____
Deputy Mayor	_____	_____	_____	_____	_____	_____
Councillor	_____	_____	_____	_____	_____	_____

NAME _____						
Mayor	_____	_____	_____	_____	_____	_____
Deputy Mayor	_____	_____	_____	_____	_____	_____
Councillor	_____	_____	_____	_____	_____	_____

NAME _____						
Mayor	_____	_____	_____	_____	_____	_____
Deputy Mayor	_____	_____	_____	_____	_____	_____
Councillor	_____	_____	_____	_____	_____	_____

I certify that the above information is correct from our records and to the best of my knowledge.

TOWN/CITY CLERK

MUNICIPAL LONG SERVICE AWARDS
Twenty, Twenty-Five and Thirty Years of Service

TWENTY(20) YEARS
240 or more Months

TWENTY-FIVE(25) YEARS
300 or more Months

THIRTY(30) YEARS
360 or more Months

MUNICIPALITY _____

DATE OF INCORPORATION _____

	FROM			TO		
	<u>YEAR</u>	<u>MONTH</u>	<u>DAY</u>	<u>YEAR</u>	<u>MONTH</u>	<u>DAY</u>
NAME _____						
Mayor	_____	_____	_____	_____	_____	_____
Deputy Mayor	_____	_____	_____	_____	_____	_____
Councillor	_____	_____	_____	_____	_____	_____

NAME _____						
Mayor	_____	_____	_____	_____	_____	_____
Deputy Mayor	_____	_____	_____	_____	_____	_____
Councillor	_____	_____	_____	_____	_____	_____

NAME _____						
Mayor	_____	_____	_____	_____	_____	_____
Deputy Mayor	_____	_____	_____	_____	_____	_____
Councillor	_____	_____	_____	_____	_____	_____

I certify that the above information is correct from our records and to the best of my knowledge.

TOWN/CITY CLERK